

TO: Records Administration Branch 702 Magazine Building		FROM: (DIRECTORATE AND OFFICE) DDI/Central Reference Service		ILLEGIB
SAFES				
2 Drawer (under desk)	(-)	93		
2 Drawer (free standing)	(+)	56	560	
4 Drawer (correspondence)	(-)	109	1,090	
5 Drawer (correspondence)	(+)	7	70	
All purpose (with doors)				
Map and Plan File	(+)	3	38	
Kardex (<u>17</u> Slides)	(-)	1	5	
5 - Drawer Card (<u>5X8</u> size card; <u>24</u> inches per drawer)	(-)	3	22	
5 - Drawer Card (<u>5X8</u> size card; <u>60</u> inches per drawer)	(-)	3	40	
OTHER (describe) 8 D C Tab 50"	(-)	3	36	
CABINETS			TOTAL NO. OF CABINETS ON HAND	
4 Drawer (correspondence)	(+)	37	311.3	
5 Drawer (correspondence)	(-)	148	1,254	
Map Cabinet Sections	(-)	1	32.5	
Map and Plan File				
Kardex (_____ Slides)				
Safe-T-Stack Units	(+)	4,141	1,393.2	
- Drawer Card (_____ size card; _____ inches per drawer)				
- Drawer Card (_____ size card; _____ inches per drawer)				
OTHER (describe)				
(See attached sheet)				

Continue on reverse side

SHELVING	UNIT WIDTH (in inches)	NUMBER		TOTAL SHELVES	TOTAL CAPACITY IN LINEAR FT.	
		SECTIONS	SHELVES HIGH			
Correspondence type	36	31	7	201	302 221.75	SF
Library type	36	¹³⁷⁴ VARIOUS		8,809	26,338.46 8,586.25	SF
Book Case Sections	37	³⁶³ VARIOUS		³⁶³ 1,088	4,053.4 792.0	SF
Tape shelves	42	²⁵⁶⁰ VARIOUS		²⁵⁶⁰ 4146	1,561 1,544.6	SF
Conserv-A-File (roll out units)	36	12	4	12	36 38	SF
Conserv-A-File-V (side roll)	36	¹⁵²⁰⁰ VARIOUS		¹⁵² 51757	2,271 424	SF
Elevator (power files) 10 Units	98 5/8		32	382	4,268 537.8	SF
Add-A-Shelf	36	³⁰⁶⁰⁰ VARIOUS		³⁰⁶ 514,527	4,671 791.75	SF
Movable Shelves (manual)						
Movable Shelves (motorized)						
CARD SHELVES (5X8 size card; 24 ins per dr)	8	16	1	16	32 30	SF
OTHER (describe) Computer Listing Rack						
Doc Type	36	100	10	1,000	3,000 720	SF
Shelves, Motion Pictures (homemade)	36	64	6	384	1,152 480	SF
TAB (Vault)	36	12	6	72	216 75	SF
xxxxxxx Wooden Book Shelves	24	12	2	24	48L/48SF	
Book Stands	18	2	2	4	6L/4SF	
Include number of secure and vault areas in which records are stored 29*						
* Includes one temporarily inactive system due to construction.						
STATINTL						
<div style="border: 1px solid black; width: 350px; height: 100px; margin: 20px auto;"></div>						
<div style="display: flex; justify-content: space-between; align-items: center;"> <div> 26 JUL 1973 <hr style="width: 150px;"/> <small>DATE</small> </div> </div>						

CABINETS - MiscellaneousUNITSSQUARE FEET

2 Drawer Card	3X5	16"	(-) 3	4
7 Drawer Card	3X5	24"	(-) 3	25
10 Drawer Card	3X5	23"	(-) 5	46
7 Drawer Card	4X8	23"	(+) 3	30
10 Drawer Card	TAB	24"	(-) 256	1759.6
2 Drawer Card	5X8	15"	(+) 30	32
5 Drawer Card	5X8		(+) 35	297.5
7 Drawer Card	5X8	24"	(-) 293	2,532.5

OTHERS

✓ Card Catalog	(+) 28	256
✓ Film Cabinet	(+) 16	190.5
✓ Ref. Cabinet	(+) 12	138
✓ Safe & Stack Microfilm	(+) 39	10.5
✓ Wood Cabinet	(+) 2	36
✓ Disk Cabinet	(+) 6	50
✓ Tape Cabinet	(+) 4	47
✓ Slide Trays	(+) 15	70